



2426 PARKWAY DRIVE  
MT. PLEASANT, MI 48858  
PHONE: (989)-773-6918  
FAX: (989) 773-1317  
e-mail: hr@mmionline.com

JOB TITLE: **COMMUNITY CONNECTIONS MANAGER**  
PROGRAM/LOCATION: MT. PLEASANT, MI  
DATE AVAILABLE: IMMEDIATE  
REPORTS TO: ASSIGNED DIRECTOR  
SCHEDULE/HOURS: MON-FRI (40 HOUR WORK WEEK)  
APPLY TO: JORI COSTER, DIRECTOR OF HR

The Community Connections Managers are responsible for the overall operation of the services provided in community connections. Duties include ensuring the implementation of person-centered plans, overseeing day to day operation of the service, supervising assigned staff, and coordinating curriculum and vocational training programs to maximize skills acquisition by adults with barriers to employment. In addition, the Community Connections Manager will assure compliance with agency policy, CARF standards and program outcome standards. This position supervises Community Coaches and may supervise Program Specialists if assigned. The Community Connections Manager reports to an assigned Director.

**MINIMUM QUALIFICATIONS:**

Experience/Education Required: Bachelor's degree in a human service field. Work or volunteer experience with persons with disabilities or other barriers to employment. Experience in developing and implementing person centered plans. One year of experience in supervision of staff. A combination totaling five years of relevant course work and work experience which includes service coordination or case management will be considered in lieu of the degree.

Skills Required: Must be able to communicate effectively with management, staff, persons receiving service and other customers. Excellent organizational and analytical skills. Computer literate. Professional demeanor.

NOTE: Internal candidates should note that past performance reviews will be used in the selection process. Employees who have received disciplinary action within the past year may be excluded from the interview process at the discretion of the Human Resource Department. Employees who do not meet MMI attendance requirements will not be interviewed.

MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES.

Posted: September 4, 2020